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## Guidelines for Access to Public Records

Public records maintained by the California Office of Privacy Protection (COPP) are available for public inspection according to the following procedures:

1. Records are available for inspection during regular business hours, Monday through Friday, 9:00am to 5:00pm.
2. Requests for inspection or copying of public records:
  - a. Should be specific, focused and not interfere with the ordinary business operations of COPP. Where a request is not specific and focused, COPP staff will assist the requester to identify the requested information, describe the technology or physical location of the record and provide suggestions on how to overcome practical barriers to disclosure. The operational functions of COPP will not be suspended to permit inspection of records during periods in which such records are reasonably required by COPP personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
  - b. Should sufficiently describe the records so that they can be identified, located and retrieved by COPP personnel.
  - c. May be made orally or in writing, but COPP strongly encourages written requests unless the request seeks records that are maintained by COPP for immediate public inspection.
3. COPP may refuse to disclose any records or portions of records that are exempt from disclosure under the Public Records Act. (See Gov. Code, §§ 6253, 6254 et seq.)
4. Inspection of the records will be allowed upon conditions determined by COPP. Upon either the completion of the inspection or the oral request of COPP personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting COPP records shall not destroy, mutilate, deface, alter or remove any such records from COPP premises. COPP reserves the right to have COPP personnel present during the inspection of the records in order to prevent the loss or destruction of records.
5. Copies of records that are not exempt from disclosure are available upon pre-payment of the copying costs (10 cents per page).
6. These guidelines shall be posted in a conspicuous public place in COPP, and a free copy shall be provided upon request.